

MEMORANDUM

TO: Managed Care Plan Administrators

FROM: Ingrid Bowling, CRC, MRC
Managed Care Administrator

DATE: April 3, 2000

RE: Instructions for Enrollment Reports

The Excel spreadsheet "empler.xls" provided on the DWC Website may be used in two capacities:

A) Reporting the entire enrollment of a managed care plan to DWC upon plan approval. Reporting entire enrollment is only necessary the FIRST time enrollment is reported.

B) Updating the enrollment information on file with DWC. This should be done within 15 days after new enrollments or terminations.

Complete the spaces provided for "Managed Care Company Name" and "Plan #". Complete all columns. Reports with omissions will be returned for completion. Complete a separate report for each plan.

Carrier	Employer Name	Street Address	City	State/KY	Zip	County	FEIN #	appr. # Lives	SIC or Nature of Industry	Plan Enrollment Date	Termination Date
One row per employer/site											
No blank rows											

The form must be completed and returned to me via email as an Excel attachment.
My e-mail address is ingrid.bowling@mail.state.ky.us.